

INNOVATIVE APPROACHES

TO

CAREER SELECTION

AND

JOB HUNTING

A NEW APPROACH TO EMPLOYMENT



TUESDAYS & THURSDAYS

OCT. 4TH TO OCT. 27TH

CENTRE FOR CONTINUING EDUCATION

CONCORDIA UNIVERSITY

## INNOVATIVE APPROACHES TO CAREER SELECTION AND JOB HUNTING

INNOVATIVE APPROACHES is designed to prepare participants to find vital and interesting career jobs. Using workshops and simulation exercises, this modern approach, matching participants to the careers they want, is primarily a training course. Participants will:

- 1) SELECT AND EVALUATE THE CAREER THEY WANT.
- 2) LEARN AND PRACTICE THE SKILLS NECESSARY TO GET THEIR CAREER JOB.

### WORKSHOPS:

Resumés

Career Selection Matrices

Introductory Letters

Career Objectives

Resumés: Under instruction, participants will prepare their own quick-scan resumés. Designed to enable participants to go into an organization and ensure an immediate response to a career job request, the resumé will be easy to read and show clearly, pertinent background in high quality presentation form.

A personal typewritten copy of each participant's resumé will be ready for use at the third session.

Career Selection Matrices: will be used to expand the participant's horizon of potential

careers, and show how to select the most appealing through examination and rating of possible careers and jobs.

#### Introductory Letters and Career

Objectives: are tools which will be developed to ensure prompt recognition by potential employers of the participant's worth to an organization.

#### SIMULATION EXERCISES:

Single Person Interviews

Panel Interviews

Using the Telephone to Secure an Interview

Building a Career Advisory Group

Knocking on Doors

These simulation exercises will be used to provide participants with experience, confidence, and appropriate training to meet the challenges associated with looking for a career job.

#### METHODS OF INSTRUCTION:

Lectures

Case Studies

Simulation Exercises

Discussion & Problem Solving Groups

Audio-Visuals & TV

Demonstrations

Workshops

#### PARTICIPANTS:

INNOVATIVE APPROACHES is designed to assist 3 groups of people:

- 1) People interested in present and future career job changes.
- 2) University graduates looking for

competitive advantage in today's career job market.

- 3) High school and community college graduates looking for competitive advantage in today's job market.

TIME AND LOCATION:

Participants will meet twice weekly from 6:30 to 9:30 p.m. Tuesday and Thursday evenings for 4 weeks commencing Tuesday, Oct. 4, 1977.

All sessions will be held on the Loyola Campus of Concordia University.

REGISTRATION:

Registration will be limited. For further information please call 879-8400.

Registration deadline Sept. 28, 1977.  
Please use attached form.

FEE:

The fee for the 8 three-hour sessions is \$100. (materials included)

SUMMARY OF PARTICULARS:

Course

Begins:        Tuesday, Oct. 4th  
Time:         6:30-9:30 p.m.  
Days:         Tuesday & Thursday  
Duration:     4 weeks  
Fee:           \$100.

GEOFFREY LALONDE, former Executive Assistant to Federal Cabinet Minister C.M. Drury, was one of the youngest Canadians ever to hold such a post.

Over the past four years, Mr. Lalonde and his team took great personal interest in preparing and guiding Canadians to career jobs across the country.

He brings management and marketing experience in the recruiting, hiring, and managing of working teams in the difficult fields of Canadian Politics, Venture Capital, Film Financing, International Real Estate, Insurance and Computers.

At the same time he adds a national perspective to the new breed of young and older people looking for challenging careers associated with making a contribution with their lives.

ROBERT GEORGE, former Special Assistant to Federal Cabinet Minister C.M. Drury, brings 12 years of teaching and instructional experience in High school, Community and University programs.

He adds a background in Political Consulting, Scientific Research and Development, Marine and Mechanical Engineering, Marine Construction, Corporate Procedural Analysis, Scuba Diving, Skydiving and Car Racing to the team.

In his capacity as Executive Assistant to the Parliamentary Secretary to the Minister of National Health & Welfare, Mr. George dealt with the massive problems of career employment nationally, and in the Toronto and Ottawa markets.